

ORDER

21 October
2019

In the Civil Money Claims Online Court

Case number:
272MC789

CMC 'LegalAdvisor**Parties**

JAN CLARK
MRS. MARY RICHARDS

Claimant
Defendant

All of the information that you have submitted to the court setting out details of the claim and defence has been read by CMC 'LegalAdvisor

You **MUST** follow the instructions below to get your case ready for a decision to be made by a judge at a hearing.

(See 'warning' below for what might happen if you don't follow the instructions carefully).

It is **ordered** that

The following steps must be taken so that any documents which are sent arrive by the date shown

	Step to be taken	Final Date
1	<p>This case is sent to</p> <p>Birmingham Civil and Family Justice Centre Priory Courts</p> <p>33 Bull Street Birmingham B4 6DS</p> <p>All correspondence should be sent to this address.</p>	
2	<p>Send all of the documents that are relevant to your case to the court at the above address, also send them to the other side. Both parties must do this. These documents should be placed in date order and should be numbered in the bottom right hand corner.</p> <p>You should include the following documents if available:</p> <ul style="list-style-type: none">• A copy of the contract/agreement• Relevant correspondence, including text messages and emails	<p>Before 4pm 02 December 2019</p>

3	<p>Send to the court and send to the other party your own witness statement and also witness statements from anyone who can give relevant evidence about your case. Both parties must do this.</p> <p>A witness statement must</p> <ul style="list-style-type: none"> • have the court case number at the top • start with the witness' name and address • It must contain numbered paragraphs and should be typed and double spaced. If not typed, it must be written clearly in block capitals or printed. • finish with the words "I make this statement believing the contents to be true and knowing that it may be placed before the court", the date of the statement and the person's signature. <p>The original statement must be sent to the court and copies must be sent to the other side.</p>	<p>Before 4pm 02 December 2019</p>
4	<p>You have not been given permission to rely on the evidence of an expert.</p>	

- 5 **The hearing will be at the Birmingham Civil and Family Justice Centre on a date that will be sent to you.
Estimated time:
You should come to court at least half an hour before the listed time.**
- 6 Your case will be dealt with on the small claims track.
- 7 Because this order has been made by a Legal Adviser without a hearing, you have the right to request that the decision of the Legal Adviser be reconsidered by a District Judge. Any such a request must be sent to the court to arrive by 4PM **11 November 2019**. The request may be made on paper, or by email. The request must include an explanation of why the reconsideration is sought.

WARNING

If you do not follow these instructions within the time limits, the judge may decide that your case should be struck out, which means that you will not be able to continue to bring or defend this claim, and the other side may be able to ask the court to make a judgment against you. If you cannot comply, you should make a formal application to the court before the deadline expires, using the right form and paying the court fee.